

# SAND FLOWER COMMUNITY ASSOCIATION

## Violations Enforcement Policy and Procedures

### Policy

It is the policy of the association to remedy specific violations of the Declaration of Covenants, Conditions, Restrictions, Reservations and Easements (CC&R's) and Association Rules using enforcement procedures that will protect property values and quality of life while respecting the dignity and rights of all Sand Flower residents.

### Procedures

The Community Manager will conduct inspections every two weeks of Sand Flower and will review any noted violations with the designated member of the Board. If it is determined that an owner is in violation, an initial violation letter will be sent to the owner pursuant to the requirements of Arizona Revised Statutes. A.R.S 33-1803 requires the Association to give the homeowner written notice before enforcing the provisions of the Association's documents regarding the "condition of the owner's property." The Association must include the following information in the initial violation notice before the Association can take enforcement action:

1. The provision of the documents that has allegedly been violated;
2. The date of the violation or the date the violation was observed;
3. The first and last name of the person or persons who observed the violation; and
4. A **description** of the process the Owner must follow to contest the notice.

The owner has 10 business days to respond to the violation letter and must respond in writing by **certified mail**. The Board will then be able to discuss the issue at the next Board meeting. If an owner fails to present a written response within 10 days of the letter, the owner waives the right to make any further objections.

If the owner fails to remedy the violation within the time allotted, the owner will receive a second violation with notice of intent to fine. The owner is again given 10 business days to cure the violation or dispute the violation. On subsequent violations following the second violation, a fine will be levied against the homeowner's account as indicated below. If there is a reoccurrence of the same violation within six months of the most recent violation, the violation will be treated as a continued violation.

Third notice of violation	\$25 fine
Fourth notice of violation	\$50 additional fine for a total of \$75
Fifth notice of violation	\$100 additional fine for a total of \$175
Each additional notice of violation thereafter	\$100 additional fine

Revised and Adopted by the Board of Directors August 4, 2010